

Fiscal Training - ARRA, Grant Documents and Stat Report Wednesday, July 15, 2009

General:

On Wednesday, July 15 from 9:00 to 2:00 the Vermont Department of Education will be using the LNV Videoconferencing system to simultaneously provide training to seven sites around the state.

The **morning session** (9:00 – 11:30) will cover fiscal issues which accompany ARRA, FY 2010 grant documents and reporting, and accounting and documentation requirements. Contact for the morning session is Peter Brownell at (802) 828-0289 or peter.brownell@state.vt.us.

The **afternoon session** (12:30 – 2:00) will describe new features in the electronic collection for the annual statistical report (Stat Book) and take questions about the operation of the collection more generally. The session will go on to describe changes in data reporting and review edit checks and their avoidance. There will be time to answer other reporting questions. These presentations are designed primarily for relatively new business officials, although an occasional review is often helpful for those who have not attended in some time. We do not expect all who attend the morning session to remain for the Stat Book training session. So there should be room for anyone in your office who would benefit. Contact for the afternoon Stat Book training session is Vaughn Altemus at (802) 828-0472 or vaughn.altemus@state.vt.us.

Agenda:

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| 9:00 – 9:30 | New Sources of Revenue, Revenue Codes, DUNS & CCR Requirements, FY 2010 Grant Document (Kathy Flanagan & John Leu) |
| 9:30 – 10:30 | ARRA Accounting Records, Expenditure Posting and Required Documentation (Chuck Stander & Peter Brownell) |
| 10:30 – 11:30 | ARRA Reporting requirements and New SDE 1.1 (Kathy Flanagan, John Leu) |
| 11:30 – 12:30 | Break – Lunch on your own |
| 12:30 – 2:00 | FY 2010 Annual Statistical Report Rollout and Training. |

Locations:

The training will be conducted using the LNV Videoconferencing System. We are currently planning on using seven sites:

Brattleboro – Brattleboro High School
Berlin – DOE Office – 1311 US Route 302 (next to the Lottery Office)
Hartford – Dothan Brook School
Rutland – Rutland Senior High School

St Johnsbury – St. Johnsbury School District
Swanton – Missisquoi Valley Union High School
Winooski – JFK Elementary School

The identification of room locations within each facility will be available shortly. Please check this Web page (<http://education.vermont.gov/new/html/dept/calendar.html#fiscal>) by Monday, July 13 for more information on the sites.

To help us get an idea of the numbers of people who will be attending at different sites, please email peter.brownell@state.vt.us and tell us the **site** you will be attending, and 1) the number of people attending the morning session and 2) the number of people attending the afternoon session.